



Class Title
Position Number
FLSA Status
EEO Classification
Department
Supervised By

Youth Services Librarian I
0831
Exempt
Professional
Williamsburg Regional Library
Youth Services Director

Nature of Work

Performs experienced work providing reference and readers' advisory services to the public, develops at least one collection area, cooperates with other divisions to provide library services to the public, and promotes library services to the community.

Essential Job Functions (other essential job functions may be designated by division)

- Provides information and materials from the library's collections and from other resources by researching and interpreting print, online, and other sources; locating and recommending materials appropriate for users interest and reading levels; evaluating the accuracy, currency, and usefulness of the information or materials; teaching individuals and groups how to use library resources and research methods; recommending materials to read, view, or hear; recommending topics for reports and other assignments; and preparing booklists, library guides, and displays.
- Participates in family literacy, visual literacy, and emergent literacy programs in the library and through specified outreach programs; develops and executes library programs such as story times, tours, and reading incentives.
- Uses electronic resources including online databases, CD-ROM databases, and the Internet for collection development and reference purposes.
- Involved in Internet projects, such as creating web pages, teaching group classes using a computer projection system, or teaching users one-on-one; oversees designated volunteer projects.
- Selects collections for purchase from review journals and other sources; fill user requests for information/reading material; weeds and develops assigned collection areas; maintains the collection by overseeing weeding, replacing lost materials, and ordering additional copies.
- Performs other duties as assigned.

Job Preparation Needed

- Requires a Master of Library Science (MLS) degree from an accredited American Library Association (ALA) college; and, some public library experience; experience working with children preferred.
- Extensive knowledge of children's literature.
- Working knowledge of printed and electronic reference sources, library research techniques including online and other electronic sources, and library procedures.

Performance

All employees are expected to work effectively and ethically with citizens and with each other to meet the needs of the community and the organization. Employees are expected to demonstrate work behaviors that model the organization's values and further the organization's mission.

Post Offer Requirements

- Credential check
- Drug Screening
- State and/or national criminal/sex offender record check

Introductory Period 6 months

Post Hire Requirements

Not applicable

Job Locations and Conditions

- Work hours may vary including nights and weekends based on the Williamsburg Regional Library's needs.
- Performs work safely in accordance with division safety procedures and County Safety Program; operates equipment safely and reports any unsafe work condition or practice to supervisor.
- May be required to report to work to serve customers during emergency conditions; may be assigned to report at a different time and location and to perform different duties as necessary.



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General Aptitudes and Physical Abilities

James City County is an Equal Opportunity Employer. The Americans with Disabilities Act requires that we identify the general aptitudes and physical requirements needed to perform the job listed above. Incumbents must be able to perform all essential job functions unaided or with reasonable accommodation. Prospective and current employees are invited to discuss accommodations.

Frequency Scale:

C= Continuously (2/3 or more of the time)	F= Frequently (from 1/3 to 2/3 of the time)	O= Occasionally (up to 1/3 of the time)	R= Rarely (less than 1 hour per week)	N= Not an essential job function
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General Aptitudes/ Physical Abilities	Frequency	Description
Mental Ability	C	Must have general learning ability and the ability to understand instructions and underlying principles; understand and follow oral and written instruction, and/or to guide/give instructions; and, ability to make decisions in accordance with established procedures and policies.
Communication Ability	C	Must have ability to understand meanings of words and ideas associated with them and to use them effectively; comprehend language to understand the relationship between words; understand meanings of whole sentences and paragraphs; present information or ideas clearly; and, communicate with public, vendors, supervisors, and/or other employees, and County officials. <ul style="list-style-type: none"> • Verbal Communication: hear/listen; communicate orally with public, vendors, supervisors, other employees, and County officials • Written Communication: read/understand text; exchange information in written form
Mathematical ability	F	Must have ability to perform accurate calculations mentally and/or aided by a calculator or other device.
Spatial ability	N	Must have ability to comprehend forms in space and understand relationships of plane and solid objects; may be used in such tasks as blue print reading and in solving geometry problems; frequently described as the ability to mentally visualize objects of two or three dimensions or to think visually of geometric forms.
Operate office equipment	C	Office equipment such as computer keyboard and mouse, copy/fax machines, telephones, calculator, etc.
Operate other equipment/tools	F	Necessary equipment and/or tools including projectors, microphone and AV equipment, etc.
Transport/Reposition Objects	F	Must be able to transport and reposition 15-50 pounds of materials/equipment from ground to waist, at waist level, and waist level to shoulder.
Ascend/Descend	O	Must be able to work in and move to different height levels.
Sit	F	Must have the ability to sit
Stand	F	Must have the ability to stand
Walk	O	Move self from one location to another on flat terrain.
Run	N	Move self from one location to another on flat terrain, rough terrain or both flat and rough terrain.
Position self to lower level	F	Must have ability to bend forward or down from the middle of the waist or the middle of the back, to bend downwards, to lower oneself.
Reaching, handling, fingering, and/or feeling	F	Must have ability to stretch out, extend, or put forth a bodily part; to touch or grasp something, by extending or stretching; to touch, lift, hold or operate with hands.
Seeing	C	Must be able to see, to perceive, or comprehend by the sense of sight; be able to focus with distinctness or clarity; use peripheral vision; and, determine color and depth perception. Must be able to see at night and/or in dark spaces.
Hearing	F	Must be able to hear and listen to voices and sounds.
Driving	N	Must be able to transfer or convey in a standard, automatic, or multi-gear vehicle including car, van, small truck, medium truck, large truck, truck w/equipment, or heavy bus equipment.